Boldly Moving Forward

2016-2017

Student Device Program

Sulphur Springs ISD

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Student device 1:1 Program

The focus of the 1:1 program in grades 3-12 is to provide equipment and resources that meet the needs of today's students.

The District Device Program facilitates:

- Access to digital educational resources
- Availability beyond the school day (High School)
- Individualized learning
- Creativity and Innovation
- Critical Thinking and Problem Solving
- Communication and Collaboration
- Technology Literacy Skills
- College and Career Readiness

Learning Goals

The learning goals of the 1:1 plan are to increase the depth of student learning, design engaging relevant learning experiences for all students, expand learning opportunities beyond the classroom, ensure students are future ready, and strengthen collaboration among all stakeholders.

Device Care

Devices should remain in the district provided cases. Devices should never be left in a hot vehicle and all liquids should be kept clear in case of accidental spills.

Inspection

- Devices are the property of SSISD and are subject to inspection at any time.
- Reasons for inspection may include but are not limited to the following: functionality, maintenance, serviceability, and student conduct when using the device.

Device Coverage (For High School students only)

- Participation in the 1:1 device program requires an annual, non-refundable insurance premium paid to SSISD for each device. ***Please read the Insurance Coverage Form located on Page 8 of this document for specifics about this program.***

Device Management

- Devices should only be used by the assigned student.
- SSISD devices are managed by SSISD. Any attempt to remove management tools will result in immediate disciplinary action, including, but not limited to, confiscation of the device.

Damage and Repair

Devices that are broken or fail to work properly must be taken promptly to the campus technician for repair. Devices may need to be restored to the original state. Student information that is not backed up will be lost. The technology staff will not be responsible for backing up student data. If the device must be sent off for repair, a temporary replacement device may be provided if a replacement is available.

High School Students and their parents will be held financially responsible up to and including the full replacement cost if the Dell Latitude 3150 (take home devices) is damaged beyond repair, **due to neglect. There is no insurance coverage for intentional misuse or intentional damage. All reports will be investigated.**

Loss or Theft

It is imperative that the campus is notified immediately if the device is missing.

As soon as it is noted that the device is lost:

1. Report it immediately to the campus tech staff or administrator.
2. Technology staff will attempt to locate the device electronically.
    a. If the device is located within the campus it will be returned to the student.
3. If the device is not recovered within 24 hours, the parent will be notified.
    a. **At that time a Police Report will be made by campus personnel, and missing device form will be sent home.**
    b. **Parents MUST fill out the Missing Device Form and return it to the Principal within 3 days.**
4. Once a police report is on file with the campus, and the Missing Device form is turned in, the campus will provide a replacement if one is available.
5. If you wish to decline another device, please notify your campus administrator.
6. Multiple replacements may not be issued, will require additional fees and may result in disciplinary action at the Principal's discretion.
   Please note that when the original device is recovered, that device will be given back to the student, and the replacement device will be collected.

Device Check – in and Check – Out

- SSES, Douglas, and Middle school students will be issued devices through classroom teachers. Devices will be assigned to one student and will remain on campus at all times. Devices will be charged nightly, picked up from and returned to that teacher's classroom each day.
- If a parent does NOT want their student to be issued a device, he/she will need to contact school administration.
- Withdrawal – High School Students - The Dell Latitude 3150 laptop, charger, and case MUST be returned at the time of withdrawal. Failure to return the Dell Latitude 3150, charger, and case will be reported to the proper legal authorities.

Charging Your Battery

- **Lost or damaged chargers will be replaced at a cost of $35**.
- Devices should be fully charged each night whether left on campus or taken home.
- Devices may get warm during charging, it is best to power down the device and keep objects away.

Screen Care

- iPad and Dell Venue 11 devices have touch screens, do not push against the screen with anything other than a finger or stylus.
- Clean the screen with a soft cloth. If desired, you can lightly spray the cloth with a mild cleaner or water before cleaning. Never spray anything directly on the device.

School Use

- Devices are intended to enhance learning opportunities. In addition to teacher expectations for use, school messages, announcements, calendars, and schedules may be accessed using the device. Students are responsible for having their device at all times, unless specifically instructed not to do so by the Principal.
- High school students who leave their device at home are responsible for completing course work.
- Students who regularly do not bring their device to school will be disciplined accordingly.
- Students assigned to In-school suspension or AEP, may lose access to their device during that time.

Media, Sound, and Games

- All Media on devices that violates acceptable policy (guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures) will result in disciplinary action and may also result in loss of device privileges.
- Use of media, sound, and games must be in accordance with classroom procedures.

Printing at Home

- Installation of Printer drivers require administration rights on devices. Students will not have administration rights, therefore printing is not available. Documents will need to be shared digitally or printed from another device.

Home Internet Access

- Students are allowed to set up access to home wireless networks on their devices.
- If you have trouble connecting your device to your home network, contact your internet provider.

Operating System and General Updates

- The device will update automatically every time it is connected to the network.
- Devices will be updated based on a schedule set by the technology staff.

SAVING INFORMATION ON DEVICES

- Student work will be saved in the student's Office 365 OneDrive. Files that are created or uploaded to Office 365 are available from any device with internet access.
- Local device storage is very limited, and should only be used for necessary school work.
- Students are not to save music, photos, videos, and other media on the device that are not directly used for schoolwork. The district reserves the right to delete any files that it deems are in excess and causing performance issues.
- For MS and HS devices, local OneDrive sync folders can be set up, but these take up local storage, students should only sync limited files and folders with this method.

NETWORK CONNECTIVITY

- The District will not be responsible for lost or missing data, due to network activity.
- Students should always have a backup copy of important documents.
- Most of the Office 365 Apps can be accessed offline, through desktop programs. Once a student reconnects to the internet, the student would be able to upload files to OneDrive storage.

Web Filter

All District devices use a web filter to block objectionable content while using the internet, both at home and at school. Any attempt to remove this filtering service or avoid the filter by use of VPN's and other avenues is a direct violation of the Responsible Use Policy and students will be disciplined.

PARENT / GUARDIAN RESPONSIBILITIES

- Talk to your children about the values and the standards that your children should follow on the use of the Internet.
- Be an active participant in your child's digital life. Have them show you what sites they are navigating to, what apps they use, and what they are working on.
- The following resources will assist in promoting positive conversation(s) between you and your children regarding digital citizenship:
    - NetSmartz – http://www.netsmartz.org/Parents
    - Common Sense Media – http://www.commonsensemedia.org/blog/digital-citizenship

RESPONSIBLE USE GUIDELINES

The district Responsible Use Guidelines are signed during online registration. This document can be found on the district website – www.ssisd.net – within the student handbooks for each grade level. This document has important information and it is a good practice for students and parents to regularly review this document. Students are responsible for all information found within that document.

High School Annual Insurance Form

In order for the Sulphur Springs ISD (SSISD) to provide operational and in-good condition devices to students, the District has an insurance policy which will provide insurance coverage for most types of damage, loss, or theft of the devices. The cost of this program is $25.00 annually, is non-refundable and per device. This insurance program is for parents/guardian with students in grades 7 and 8. We want to ensure that students have access to this dynamic learning tool, contact the principal if financial assistance is needed. With this insurance for the Dell Laptop, the parent/guardian would not be liable for the replacement cost of the device in the event of accidental damage, loss or theft. Funds collected will be used to cover the costs associated with non-warrantied repairs and maintenance of the device or the replacement costs associated with loss or theft.

Coverage

Repair/Replacement of school issued device. All damage incidents will be investigated by administration.

Effective Coverage Date and Expiration

Effective coverage dates will start and end on the dates the devices are issued and collected by school personnel.

Coverage Details

- **Accidental Damage**: Covers damages caused by drops, spills, and any other unintentional event.
- **Theft/Missing**: Covers loss or damages due to theft or missing devices. In the event of Theft or missing devices, the claim requires a police report to be filed.
- **Fire:** Covers loss or damages caused by fire. In the event of a fire, the claim must contain an official file report from authorities.
- **Electrical**: Covers damages caused by electrical surges.
- **Natural Disaster**: Covers loss or damages in the event of a natural disaster.

Coverage Exclusions

- **Dishonest, Fraudulent, Intentional, or Criminal Acts:** Coverage is not provided if damage or loss occurs in conjunction with a dishonest, fraudulent, intentional, negligent, or criminal act.
- **Removing Protected Case:** Coverage is not provided if damage or loss occurs if the school-provided or District approved case has been removed. Removing the school-provided or District approved case is prohibited.
- **Unapproved Use:** Damage caused by use of or installation of non-approved applications, non-approved software, and non-approved accessories which alters the manufacturer's warranty.
- **Abuse and Neglect:** Damage caused by abuse, misuse, neglect, or by operating the device outside the permitted or intended use described in the Parent/Student Information Guide.
- **Charger and Case:** Insurance does not cover the charging cable(s), charging adapter, or cover. There will be a $35.00 fee for replacement for each of these accessories.
- **Pet:** Damage as a result of a Pet.
- **Unauthorized User:** Damage caused by anyone who is not a representative of SSISD or a Dell Authorized Service Provider or by loaning the device or charger to another student.

If you chose not to participate in the insurance program, your student will not be allowed to take a device home. There is NO insurance coverage for intentional damage, neglect, or misuse.

Make checks payable to SSISD.

Missing Device Form

Parents/Guardians: Complete the form below and return to the technician on the campus with a copy of the police report for the missing device <u>within 5 days</u> of the incident. Once the district has a copy of this form with the completed police report, and either processed the insurance or collected fees, your student will be provided another device.

I **_____ ,** *am aware that despite the district's best efforts, including network locating services and additional tracking software, my student's device has not been located and is therefore considered missing. If I purchased the optional insurance and submitted this completed document along with the police report, I will not be charged. If I chose not to purchase insurance, but submitted proper documents, I will owe $260.00 and this fee will be refunded if the device is recovered. Otherwise I am fully responsible for the total cost of the device.*

_____ / _____ / _____
Student Name Today's Date

_____
Student ID# Campus and Grade Level

_____ / _____ / _____ _____ AM / PM**Police Report Filed:** YES / NO
Date and Time of Theft

_____ / _____ / _____
Date Police Report Filed

_____ _____ _____ _____
Address of Theft City State Zip Code

Accessories that were stolen: Power Cord / Case / Other: _____
Please provide specific details of the theft: _____

_____ _____
Investigating Officer Name and/or Badge # Report and/or Case Number

_____ _____
Parent Name Parent Signature

___ ___

<u>Office Use Only</u>

_____
Name of Admin Receiving Missing Device Report Date Reported to Administrator as Missing

Insurance: *Yes / No* ***Fees Owed****: $_____* ***Parent Notified:*** *Yes / No* ***Date:*** *____/_____/_____*

Paid*: $_____ Check / Cash* ***Date****: _____/_____/ _____* ***By :*** _____

Device Recovered*: Yes / No* ***Refund owed to Parent/Guardian****: Yes / No* ***Amount:*** *$ _____*

Device Check-Out Form

(Please return this form only. All other pages are for your reference)

Student Name: (print) _____ **Date:** _____

Student Signature: _____ **Grade:** Circle one **7th / 8th/ 9th / 10th / 11th /12th**

Parent Name: (print) _____ **Issuing teacher:** _____

Parent Signature: _____ **Date:** _____

Parent Phone Number: _____ Email _____

I agree that by signing this form I am responsible for the policies and procedures indicated within this Parent/Student Handbook.

Student Agrees	***Parent Agrees***	**Please initial each item below indicating you have read and agree to the following items.**
		1. I agree to all contents of the Handbook pages over General Information and device use on **pages 1-6, including ALL information within the Responsible Use Guidelines**.
		2. I agree to the terms of the Annual Insurance Form on **Page 7 (HS Only)**
		3. I agree to the items referencing Lost or Stolen devices on **page 4**

	I would like a hard copy of the technology handbook sent home with my student.

High school students ONLY - *Please return this form with your $25.00 payment to the campus. Make checks payable to SSISD.*

_____***Please indicate here if you would like information about financial assistance.***

Office Use Only Below:

Insurance Payment Received Yes / No Cash / Check # _____ Amt pd: _____ Date: _____

Received by: _____

Device lost or stolen Parent contacted Yes / No Date: _____